

V-CUBE Seminar

User Manual

6. Administrator

V-cube, Inc.

Revision history

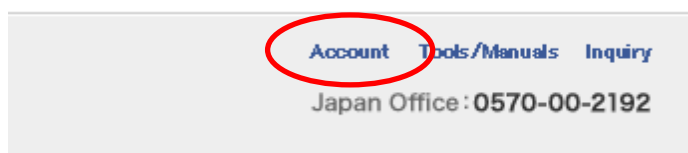
Revision date	Details
2014/01/23	Added settings for messages displayed when participants enter meeting rooms
2012/11/27	Added description of membership management feature
2012/07/17	First version

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15 Account Settings

Step 1. Click Account in the bottom-right corner of the page.



Account information page will be displayed.



Home Seminar Mail Questionnaire Content Storage Report

V-cube is logged in Logout

Account information

Administrator account	<input type="text"/>
Company name	<input type="text"/>
Zip code (ex: 90501)	<input type="text"/>
Street/ City/ State	<input type="text"/>
TEL (ex.3101112222)	<input type="text"/>
FAX (ex.3101112222)	<input type="text"/>
Name	<input type="text"/>
E-mail address	<input type="text"/>

Password changing

Change the password of the account

Change the password of the account

Room contract content

Display the contract of each Seminar room

Read the room contract

User administration

User account administration

User administration

Entry message setting

Set entry message.

Set entry message

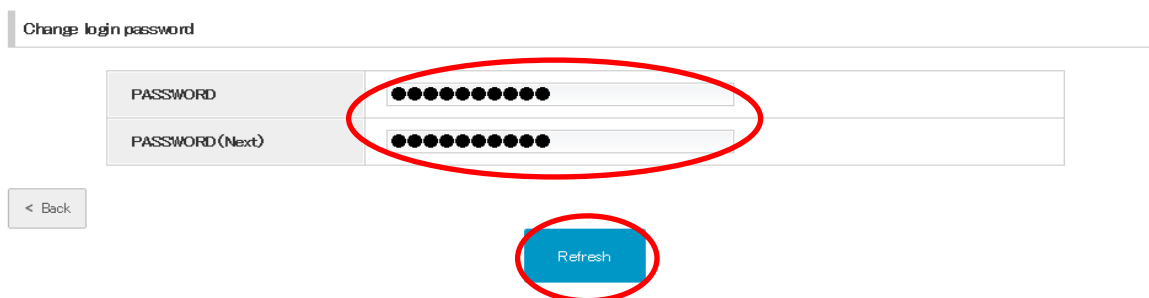
15.1 Changing Password

15.1.1 Changing Login Password

Step 1. Click Change the password of the account.



Step 2. Enter your new password in the PASSWORD and PASSWORD (Next) fields.



Step 3. Click the Refresh button.

You have now changed your login password.

15.2 Checking the Room Contract Details and Changing the Seminar Room Name

15.2.1 Changing the Seminar Room Name

Step 1. Click Read the room contract.

Read the room contract

Step 2. Enter the new room name in the Room contract content field.

Room contract content

Seminar room1	<input type="text" value="Seminar_Room01"/> <input type="button" value="Refresh"/>		
Recording capacity	1 Gbyte	Additional Participant	Automatic Recording / PMLE / Questionnaire form / sharing(with Presenter video) / DL Recording / Audience participation
On-demand contract	Yes	Maximum number of participants allowed	100 members

Step 3. Click the Refresh button.

You have now changed the room name.

15.3 User Administration

15.3.1 Create a New User Account

Step 1. Click User administration.

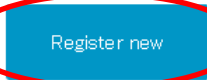


Step 2. Enter the required information in the New user account field.

New user account

Create a new user account

USER ID	<input type="text" value="memberID01"/>	
PASSWORD	<input type="password" value="●●●●●●●●"/>	
Password(Yes)	<input type="password" value="●●●●●●●●"/>	
Name	Last name <input type="text" value="member"/>	First name <input type="text" value="jiro"/>
Email address	<input type="text" value="memberjiro@vcube.co.jp"/>	



Step 3. Click the Register new button.

User account list

ID	Name	Email address	
memberID01	member jiro	memberjiro@vcube.co.jp	Edit Delete

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You have now created a new user account. This account has been added to the list of existing user accounts.

15.3.2 Editing an Existing User Account

Step 1. Click Edit for the user account to be edited.

User account list

ID	Name	Email address	
memberID01	member jiro	memberjiro@vcube.co.jp	Edit Delete

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Step 2. Edit the relevant items in the edit page.

Note 1. The User ID cannot be changed.

Edit user account

USER ID	memberID01
PASSWORD	<input type="text"/>
Password(Yes)	<input type="text"/>
姓	member
members	jiro
Email address	memberjiro@vcube.co.jp

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[Change](#)

Step 3. Click Change.

The edits have now been applied.

15.3.3 Deleting an Existing User Account

Step 1. Click Delete for the user account to be deleted.

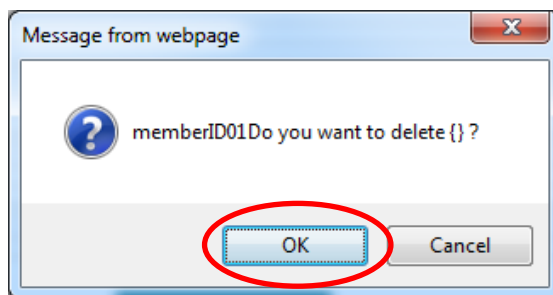
User account list

ID	Name	Email address	
memberID01	member jiro	memberjiro@vcube.co.jp	Edit Delete

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Step 2. When the confirmation dialog box is displayed, click OK.

Note 2. The User ID cannot be changed.



The user account has now been deleted.

15.4 Setting up Messages Displayed when Participants Enter Meeting Rooms


Step 1. Press Set entry message.



Step 2. Edit the messages for the presenter and those for the audience.

Entry message setting

You can change entry message of live seminar for users.



Presenter (Within 23 characters)	Please enter user name
Audience (Within 23 characters)	Please enter user name

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Set

Step 3. Press Set once you are done editing the messages.

The edited settings are applied.

Step 4. In order to restore the original message, press Use default setting.

The default message in the input field is restored when you press the button.

Presenter (Within 23 characters)	Please enter presenter name	Use default setting
Audience (Within 23 characters)	Please enter name	Use default setting

Step 5. Press Set after the default message is restored.

The default message is applied.

Set

You have now completed the "6. Administrator" in the V-CUBE Seminar User Manual.